

TCOTC Board Meeting February 13th, 2018

Meeting called to order at 7:00 by Stephen Dent

Members present: Stephen Dent, Ann McKasy, Karen Radford, Lindy Luopa
Anne Schenk, Barb Yanish, Mary Steinbauer, Jane Jacobson, Katie Grillaert

Absent: Anne Bentley

Excused Absences: Judy Galbraith

Officer & Staff Reports

Managing Director's Report – Anne Schenk – Anne gave an update on front door project; it is currently projected for the end of March, depending on when the doors come in. Update on new offerings and classes: A new nose work class started in January by Ellen Voeller. It filled up almost immediately. Level 2 and Level 3 classes will follow. Wednesday puppy classes will start next Wednesday. Community outreach: TCOTC participated in the Pupper Bowl at BauHaus Brewery. The event was packed with our demographic. Anne handed out a lot of flyers and discount coupons. She is looking at other community outreach events. Friends of TCOTC has raised \$625 from 7 donations so far. The response has been positive and Anne will announce it again in the newsletter and other venues. Reclaim, a St. Paul nonprofit, is looking for a donation for their silent auction. The silent auction is February 24th. *Steven moved that we donate a class and a membership, Lindy seconded. All voted in favor.* Anne noted that we need some new ring barriers. Karen has a pattern that she can share, with which we could get volunteers or hire it out. *Karen will look for her pattern and Anne will investigate our options.*

Office Manager's Report – Anne Schenk – Things seem to be working well with Corrie and Anne taking care of the business. We replaced the thermostat in the ring room. We will be getting some labeled recycling receptacles. Staff has come up with some good ideas for the check in process.

Treasurer's Report – Mary Steinbauer – Instructors salaries are low in the financials due to some time cards not being turned in. Agility trials are not filling. The board discussed other options for event offerings. Katie made a motion to approve the January financial statements. Ann seconded that motion. All voted in favor.

New Member List – Anne Schenk – Barb made a motion to accept the new member list. Stephen seconded. All voted in favor.

Staff Report – Anne Bentley - not present

Jane Jacobson – If we want to promote the idea that our staff become AKC evaluators for CGC and Tricks programs, the fee has risen to \$90 for a three year evaluator certificate. Four of our staff are currently evaluators. The instructors need to have been teaching for two years. We will put this in unfinished business and make sure that we update our policy.

New Business

Approval of A-105 TCOTC Disclosure of Conflict of Interest Policy – Jane recommends broadening it to department heads and salaried staff. Steven updated the policy. Barb made a motion to approve the policy. Katie seconded the motion. All voted in favor.

Signing of the TCOTC Disclosure of Conflict of Interest for 2018 – Board and leadership team signed

Review of January 2018 TCOTC's Business Scorecard – The board reviewed the scorecard.

Stephen asked the board is it time to form a problem-solving committee? Karen asked what the sample size was for the survey, and does that skew some of the results. Ann recommended moving up our big member survey to earlier in the year so that we can look at the results with a larger sample size. Karen mentioned that increasing the class fill rate would be something that could have a big impact. Barb believes that the new doors will do a lot to increase satisfaction with the club and the facilities. Katie wondered if we should form a committee to discuss this. The board tabled this and went to the discussion of the Strategic Priorities to see how it fits in to that. Karen is working on a new financial summary.

Implementation plan for 2018 Strategic Priorities – Stephen and Lindy and Ann M will do research on item number 1. Ann M will also work on number 6 and number 10. Barb will work on number 3. Karen will work on number 4 on a long-term basis. We will report on our progress at next month's meeting.

Update on Ms. Richards' will – One of our members gave a bequest to TCOTC that has been in process. Stephen followed up with the executor and the attorney. TCOTC should received a portion of the estate soon, and the rest should be forthcoming as the estate is settled.

Anne will look at the timesheet function in MindBody to see if that is a way to get timecards in a timely manner.

Unfinished Business

Reminders: Spirit Award – Volunteer of the Year Award – Youth Award - Board Nominees – Katie is working on formalizing the awards and the process.

The date for the awards dinner has yet to be set. Anne will work on making sure it gets scheduled.

Business Item

Item Discussion

Actions Taken

Future action items

Stephen moves to adjourn. Meeting adjourns at 8:37 pm